



Department of Planning and Zoning
225 S Emerson Avenue
Greenwood, IN 46143
(317) 881-8698
(317) 887-5616 fax

APPLICATION FOR SIGN PERMIT

PERMIT NO.: _____

Application is hereby made to erect or improve signage on the premises as described herein as shown in the accompanying signage representation, and to be located as shown on the accompanying plot plan which represents the property in its entirety including all buildings, signage, roads, and property lines. The information which follows and the accompanying dimensional representations, specifications, plans and other information and representations therein contained are made part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a sign permit.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact or expression of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or any material or dimensional alteration contrary or ambiguous to the accompanying plans subsequent to the issuance of this permit and without the approval of the Planning Commission shall constitute sufficient grounds for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

- 1) Date of Application _____ Date Approved _____ Date Issued _____
- 2) Name of Applicant/Owner _____
- 3) Proposed Premises of Sign _____
- 4) Party Erecting sign _____ Phone No. _____
- 5) Zoning of subject lot _____ Zoning of adjacent lots _____
- 6) The sign permit will be PERMANENT ☐ TEMPORARY ☐
If temporary, expiration date _____
- 7) Type of Sign _____ Sign Face Area _____ Total Sq. Ft. _____
- 8) If pole or ground sign, list sign height, distance of lowest point of sign face from grade level, and setback from right-of-way _____

- 9) List all existing signs on premises _____
- 10) Is sign illuminated? YES ☐ NO ☐ Internally? ☐ Externally? ☐
- 11) COMMENTS _____

PERMIT FEE: _____ ☐ CASH ☐ CHECK CHECK # _____

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said structures or improvements will be completed in good workmanship. Should said work not begin in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT/OWNER: _____

SIGNATURE OF BUILDING COMMISSIONER: _____
(or designated representative)